

**Policies for Body Art Establishments:
written to meet the requirements of
Ordinance No. 2004 – 03
An Ordinance Regulating Body Art Establishments
Spencer County, Indiana**

Name of Facility: _____

Address: _____

Policies were prepared by: _____

Preparer's Relationship to the facility: _____

Date: _____

This policy must be reviewed annually. Please list the month and day that the plan was reviewed for the years listed below; indicate if changes were made, and list the name of the person reviewing the plan. Do not indicate the month and day of the review until the review has been completed.

Year	Month & Day Of Review	Place check mark if changes were made	Name of reviewer

This “fill in the blank” model policy was prepared by the Spencer County Health Department to **assist** body art establishments in developing written policies to comply with Ordinance No. 2004-03. Citations from the ordinance are written in *italics*. The operator should signify that the policies are observed by placing his/her initials on the line immediately after these dot points or on the line after the rule. Information that the facility **must** provide is to be placed in the blanks.

Disclaimer: The attached material should be used by the operator as a starting point in the preparation of written policies. Review of applicable law and/or consultation with the operator's legal counsel on specific matters on concern is recommended. The material address only the requirements of Ordinance No. 2004 – 03, An Ordinance Regulating Body Art Establishments, Spencer County, Indiana.

Ordinance No. 2004-03

Section F: Body Artist and Body Art Establishment Responsibilities

1. *Each body art establishment shall comply with the following training responsibilities:*
 - (a) *Ensure that the training described in the Indiana Occupational Safety and Health Administration's blood borne pathogens standard (currently found in 29 CFR 1910.1030) is provided to all body artists, anyone employed by the body art establishment, and anyone acting on behalf of the establishment who has a reasonably anticipated risk for skin, eye, mucous membrane, or parenteral contact with blood or OPIM.*
 - (b) *Ensure that training on the handling of infectious waste is provided to all body artists, anyone employed by the body art establishment, and anyone acting on behalf of the establishment who has a reasonably anticipated risk for skin, eye mucous membrane, or parenteral contact with blood or OPIM.*
 - (c) *Ensure that a record of training described in subdivision (1) above is maintained, as required under the Indiana Occupational Safety and Health Administration's blood standard (currently found in 29CFR 1910.1030) of an individual's participation in the training that is provided. The record shall be made available to the Health Department for inspection upon request.*
 - (d) *Ensure that a record of training described in subdivision (2) above is maintained.*
- *_____ Blood borne Pathogen training and training on handling infectious waste in this facility is provided yearly. A list of individuals at the facility that may have contact with blood or other potentially infectious materials, the date that the individual began working at the facility, the date and location (i.e. Red Cross) of their training, and the date the individual quit working at the facility is included in this written policy.*
- *_____ Training records are kept at the facility for _____ years.*

Operator Responsibilities

2. *The body art establishment shall ensure that all body artists, anyone employed by the body art establishment, and anyone acting on behalf of the establishment who has a reasonably anticipated risk for skin, eye, mucous membrane, or parenteral contact with blood or OPIM, are provided personal protective equipment and expendables needed to implement the precautions required by this ordinance and the IOSHA's blood borne pathogen standard.*
3. *The body art establishment shall require all body artists, anyone employed by the body art establishment, and anyone acting on behalf of the establishment who has a reasonable anticipated risk for skin, eye, mucous membrane, or parenteral contact with blood or OPIM to provide evidence or compliance with universal precautions training requirements contained in Section G in this ordinance.*
4. *The body art establishment shall display written materials prepared or approved by the Health Department explaining the universal precautions and patron's rights under this Ordinance. These materials shall include information on how to report violations of universal precautions and shall include information regarding the Department's duties to investigate.*

5. *The body art establishment shall ensure that no illegal drugs or alcohol are consumed or permitted in the body art establishment.*

- List the personal protective equipment and expendables needed for body art (i.e. razors, gauze, soap, towels) that each body artist in the facility has available. The Operator of the facility does not need to provide the supplies but must be sure that the supplies are available. Personal protective equipment and expendables available for **body artists** are listed below:

- Personal protective equipment and expendables available for **body piercers** are listed below:

Operator written policies

6. *The body art establishment shall develop a written policy in compliance with the ordinance and the requirements of the IOSHA's blood borne pathogen standard that:*
- (a) *requires the use of universal precautions when performing body art and any activity or duty that includes any reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM;*
 - (b) *includes the safe handling of infectious waste; and*
 - (c) *provides sanctions, including discipline and dismissal, if warranted, for failure to use universal precautions and/or handle infectious waste safely.*

- ____ This facility requires the use of universal precautions.
- ____ This facility requires disinfection or sterilization of contaminated reusable items.
- ____ This facility requires the safe handling of infectious waste.
- Sanctions when persons who have contact with blood and/or other potentially infectious materials but do not follow the requirements of this ordinance are as follows: _____

7. *The following information shall be kept on file on the premises of a body art establishment and available for inspection by the Department:*

- (a) full name; date of birth; gender, home address, home/work phone numbers; identification photos of all body art operators, body artists and other employees;*
- (b) for each individual listed above a detailed job description;*
- (c) establishment name, hours of operation, owner's name and address;*
- (d) a complete description of all procedures performed;*
- (e) an inventory of all instruments and body jewelry, all sharps and all inks used for any and all body art procedures, including names of manufacturers and serial or lot numbers, if available or applicable;*
- (f) a copy of this Ordinance.*

Full Name	Date of Birth	Gender	Home Address	Home Phone	Work Phone
		M / F			
		M / F			
		M / F			
		M / F			

Full Name	Detailed Job Description

Establishment Name	
Hours of Operation	
Owner's Names	
Address of Owner	

Please list below: A Complete Description of all Procedures Performed

Instruments	Body Jewelry	Sharps	Manufacturer	Serial / Lot #'s (if applicable)

Inks	Manufacturer	Serial / Lot #'s (if applicable)

8. *Licenses of all body artists and the body art establishment shall be prominently displayed in the body art establishment and shall not be defaced or altered in any manner. ____*
9. *The Manager or Operator of each body art establishment must be a minimum of eighteen (18) years of age. ____*
10. *The body art establishment and body artist shall refuse service to any person who, in the opinion of the operator, is under the influence of alcohol or drugs. ____*
11. *The body artist shall maintain a high degree of personal cleanliness, conform to hygienic practices and wear clean clothes when performing body art procedures. ____*
12. *In performing body art procedures, the body artist shall wear disposable medical gloves. The gloves shall be discarded, at a minimum, after the completion of each procedure on an individual client. ____*
13. *If, while performing a body art procedure the body artist's glove is pierced, torn or otherwise contaminated, the contaminated gloves shall be immediately discarded and the hands washed thoroughly before a fresh pair of gloves are applied. Any item or other instrument used for body art, which is contaminated during the procedure, shall be discarded and replaced immediately with new ones before the procedure resumes. ____*
14. *Contaminated or infectious waste, as defined in this Ordinance, shall be handled as described below in Section S "Infectious Waste Containment" and Section T, "Treatment and Transport of Infectious Wastes". Sharps ready for disposal shall be disposed of in approved sharps containers. Contaminated waste which does not release liquid blood or body fluids when compressed or does not release dried blood or body fluids when handled may be placed in a covered receptacle and disposed of through normal, approved disposal methods. ____*
15. *Any skin or mucosa surface to receive a body art procedure shall be free of rash, infection or any other visible pathological condition. ____*

16. *The skin of the body artist shall be free of rash, infection or any other visible pathological condition. No person or operator affected with boils, infected wounds, open sores, impetigo, scabies, abrasions, exudative lesions, draining or open skin infections, acute respiratory infection, productive cough, nausea, vomiting, diarrhea, fever, jaundice or any other symptoms of acute disease, shall work in any area of a body art establishment in any capacity in which there is a likelihood of contaminating body art equipment, supplies or working surfaces with pathogenic organisms.*

- ____ Body artists who are acutely ill with any of the illnesses listed in this ordinance are not allowed to work.

17. *Each body artist and body art operator should be able to provide the follow information, upon request of the Department: that each body artist and body art operator has either completed or been offered and declined, in writing, the Hepatitis B vaccination series; that antibody testing has revealed that the employee is immune to Hepatitis B; or that the vaccine is contraindicated for medical reasons.*

	Yes	No
HBV Vaccine		
If yes, dates		
Signed Refusal		
Titer		

Section G: Body Artist Minimum Training and Certification Requirements

All body artists, anyone employed by the body art establishment, and anyone acting on behalf of the establishment who has a reasonably anticipated risk for skin, eye, mucous membrane, or parenteral contact with blood or OPIM shall complete the following training prior to engaging in any activity related to performance of a body procedure or otherwise being employed in or around a Body Art Establishment and annually thereafter:

1. *A blood borne pathogen training session conducted by the American Red Cross meeting the requirements of the IOSHA's blood borne pathogens standard.*
2. *A CPR and Basic First Aid class certified by the American Red Cross.*
3. *The Body Art Establishment's policies on handling of infectious waste.*

- Body artists have received training regarding blood borne pathogens and handling of infectious waste. See the "fill in the blanks" training record on the following page.

**Blood borne Pathogen Training Record for (Name of Facility) _____
for the year _____**

Persons needing <u>yearly</u> blood borne pathogen training	Hire Date	Date & location of training – must be recorded yearly	Termination Date

Section I: Patrons Records

All body artists and body art establishments shall maintain records of each patron for two (2) years. The record shall include the following:

- a. Patron's name*
 - b. Patron's address*
 - c. Patron's age. Age must be verified by two items of identification, one of which must be a valid government issued identification.*
 - d. Date body art was performed.*
 - e. Design of the body art.*
 - f. Location of the body art on the patron's body.*
 - g. The name of the body artist who performed the work.*
 - h. Parental consent must be maintained in writing when performed on any person under the age of 18 years of age as permitted by law.*
- Training records are kept for ____ years in the following location at the facility: _____
 - ____ The record meets the requirements of this ordinance.

Section L: Hand Washing / Sink Requirements

Each body art establishment shall comply with the following:

1. *Hand washing facilities must be provided with hot and cold running water and wrist, elbow, infrared or foot-operated fixtures and shall be readily accessible in the same room where body art is provided. This sink is never to be used for food or drink preparation. _____*
2. *A sink, with hot and cold running water, must be provided for the preparation, cleaning and disinfection of tools and equipment. This sink must be located in a dedicated area separated from the body art room at least by a permanent partition. This sink may not be located in a bathroom or a room with a toilet. _____*
3. *A hand washing facility must be readily accessible in the dedicated area provided for the preparation, cleaning and disinfection of tools and equipment. The hand washing facility must be provided with hot and cold running water and wrist, elbow, infrared or foot-operated fixtures. This sink is never to be used for food or drink preparation. _____*
4. *Hands shall be washed with soap and running water immediately before putting on gloves and after removal of gloves or other personal protective equipment. _____*
5. *Only disposable single use towels shall be used. _____*
6. *A service/mop sink must be provided with hot and cold running water, and is to be separated from the above areas. _____*

Section M: Personal Protective Equipment

Each body artist and body art establishment shall comply with the following:

1. *A clean protective clothing layer shall be worn whenever there is a reasonably anticipated risk of contamination of clothing by blood or OPIM.*
2. *Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shield, shall be worn whenever splashes, spray, splatter, or droplets of blood or OPIM may be generated and eye, nose or mouth contamination can be reasonably anticipated.*
3. *Disposable gloves shall be worn during the body art process. Gloves shall be changed and properly disposed of each time there is an interruption in the application of the tattoo or piercing process, when the gloves become torn or punctured, or whenever that ability to function as a barrier is compromised. Disposable gloves shall not be reused.*
4. *Gloves shall be worn when decontaminating environmental surfaces and equipment.*
 - *_____ Clean protective clothing is worn performing the following tasks:_____*
 - *_____ Disposable gloves are surgical or examination type and are worn while performing body art or body piercing. They are always changed whenever there is an interruption in the body art or body piercing process and when torn.*
 - *_____ Disposable gloves are not reused.*
 - *_____ Gloves are worn when decontaminating surfaces.*

- List any other personal protective equipment used in the facility for body art: _____

- List any other personal protective equipment used in the facility for piercing: _____

Section N: Body Art Equipment

Each body artist and body art establishment shall comply with the following:

- 1. Only single use razors shall be used to shave the proposed site of the body art. Single-use razors shall be discarded in sharps containers immediately after use. Razors should not be bent or broken or otherwise manipulated prior to disposal.*
 - 2. The stencil for transferring a design to the skin is to be single-use only, and shall be properly disposed of after a single use.*
- Razors, stencils, and articles, such as pens used to place designs on the skin, are single use. List how the facility disposes of these items. _____

Section O: Needles

Each body artist and body art establishment shall comply with the following:

- 1. Needles shall be individually packaged and sterilized prior to use.*
 - 2. Needles shall be single-use only.*
 - 3. Needles shall be discarded in a sharp container immediately after use.*
 - 4. Contaminated needles shall not be bent, broken or otherwise manipulated by hand.*
- ____ Needles are only used on one patron and discarded immediately into a “sharps” container.
 - The needles used on all patrons are sterile and packaged in (list type of packaging) _____
 - ____ Contaminated needles are never bent, broken, or manipulated by hand.
 - List any other practices that your facility has concerning needles: _____

Section P: Reusable Equipment Requiring Sterilization

Each body artist and body art establishment shall comply with the following:

- 1. Heating procedures capable of sterilization must be used when heat stable, non-disposable equipment is sterilized. Equipment used for the piercing of ears which cannot tolerate heating procedures, may be sterilized using a technique that is approved by the Health Office.*
 - 2. Equipment that is to be sterilized shall be put in single use packaging.*
 - 3. Records must be maintained to document the following:*
 - (a) Duration of sterilization technique.*
 - (b) Determination of effective sterility, such as use of biological indicator, is performed monthly.*
 - (c) Equipment is maintained as recommended by the owner's manual and proof is available that the owner's manual recommendations are reviewed monthly.*
 - 4. Reusable contaminated equipment shall not be stored or processed in a manner that requires any person to reach by hand into the containers where these sharp items have been placed.*
 - 5. Reusable contaminated equipment shall be:*
 - (a) placed in puncture-resistant container;.*
 - (b) labeled with the biohazard symbol;*
 - (c) leak proof on both sides and bottom; and*
 - (d) stored in a manner that does not require reaching by hand into the container where the equipment is stored until cleaning prior to sterilization.*
 - 6. Contaminated reusable equipment shall be effectively cleaned prior to sterilization.*
 - 7. Reusable tubes shall be effectively cleaned and sterilized before use.*
- This facility uses an _____ to sterilize equipment. The equipment cleaning sterilization procedure used at this facility is as follows: _____

In **Section 1** of the table below, list all equipment used in the facility while performing body art procedures or body piercing.

In **Section 2**, check whether it is a single use or reusable.

In **Section 3**, check the method used for sterilization of reusable equipment.

Check **ONLY ONE**, the **highest level of disinfection/sterilization** (i.e. for equipment that is soaked in disinfectant before you sterilize, check sterilize).

Note: Section 3 is **not completed** for equipment that is single use.

[illegible]

- ____ Single-use packaging is used for equipment being sterilized and the equipment is not taken out of the packaging until immediately prior to use.
- ____ All manufacturers' recommendations are followed.
- List each step used in sterilizing equipment (includes cleaning before sterilizing):

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	
Step 9	
Step 10	

- List any other policies relating to reusable equipment (procedure for high-level and intermediate level disinfection, (if applicable): _____

Section Q: Dyes or Pigments

Each body artist and body art establishment shall comply with the following:

- 1. All dyes or pigments used for body art shall be from professional suppliers specifically providing dyes or pigments for use on human skin.*
- 2. In preparing dyes or pigments to be used by body artists, only nontoxic sterile materials shall be used. Single use individual portions of dyes or pigments in clean containers shall be used for each patron.*
- 3. After the procedure, the remaining unused dye or pigment in single use or individual containers shall be discarded along with the container.*
- 4. Any object placed under the skin shall be sterile.*

- Dyes or pigments at this facility are purchased from the following:

- ____Single use containers are used for dyes and unused dyes or pigments are discarded after use.
- Any object (such as sand) placed under the skin must be sterile. List items placed under the skin in this facility: _____

Section R: Work Environment

Each body art and body art establishment shall comply with the following:

1. No body art shall be conducted in any room used as living quarters, in any room that opens directly in living or sleeping quarters, or in mobile or temporary units.

2. Live animals shall be excluded from areas where body art is being conducted. This exclusion does not apply to the following:

(a) Patrol dogs accompanying security or police officers;

(b) Guide dogs accompanying the following:

(1) Blind persons;

(2) Partially blind persons;

(3) Physically disabled persons;

(4) Guide dog trainers;

(5) Persons with impaired hearing.

3. Eating, drinking, smoking, handling contact lenses, applying cosmetics or lip balm shall not be allowed in work areas where there is a likelihood of exposure to blood or OPIM.

4. Food and drink shall not be kept in work areas where there is a reasonable anticipated risk of exposure to blood or OPIM.

5. All equipment and environmental surfaces shall be cleaned and decontaminated after contact with blood or OPIM.

6. All equipment surfaces and equipment not requiring sterilization that has been contaminated by blood shall be cleaned and decontaminated.

7. All work surfaces shall be:

(a) nonabsorbent;

(b) easily cleanable;

(c) smooth, and

(d) free of:

(1) breaks

(2) open seams

(3) chips

(4) pits and

(5) similar imperfections

8. Disinfectant solutions shall be:

(a) a hospital grade, tuberculocidal Environmental Protection Agency (EPA) registered disinfectant; or

(b) sodium hypochlorite, five-tenths percent (0.5%) concentration, by volume (common household bleach is ten percent (10%) concentration in water); the solution shall be dated and shall not be used if it is more than twenty-four (24) hours old.

- ____ Body art is not performed in living quarters or in areas that open up to living quarters.
- ____ The only live animals that can come into the facility are patrol or guide dogs.
- ____ Eating, drinking, smoking, applying cosmetics, or handling contact lenses is not allowed in the work area.
- ____ Work surfaces are nonabsorbent, easily cleaned, smooth and free of breaks, open seams, cracks, pits and similar imperfections.
- Environmental surfaces in the work area and equipment contaminated with blood must be cleaned and disinfected. The disinfectant used in this facility is as follows: _____

Section S: Infectious Waste Containment

Each body artist and body art establishment shall comply with the following:

- 1. Contaminated disposable needles or instruments shall be:*
 - (a) stored in leak-resistant puncture-resistant container, tightly sealed to prevent expulsion, labeled with the biohazard symbol and effectively treated in accordance with this rule prior to being stored in an unsecured area and sent for final disposal.*
- 2. Infectious wastes that are not contaminated sharps or objects that could potentially become contaminated sharps shall be placed in containers that meet the following requirements:*
 - (a) Impervious to moisture.*
 - (b) Sufficient strength and thickness to prevent expulsion.*
 - (c) Secured to prevent leakage expulsion*
 - (d) Labeled with the biohazard symbol.*
 - (e) Effectively treated in accordance with this rule prior to being placed in an unsecured area and sent for final disposal.*
- 3. If infectious waste is stored prior to final disposal, all persons subject to this rule shall store infectious waste in a secure area that:*
 - (a) is locked or otherwise secured to eliminate access by or exposure to the general public.*
 - (b) affords protection from adverse environmental conditions and vermin; and*
 - (c) has a prominently displayed biohazard symbol.*
- 4. Infectious waste shall be stored in a manner that preserves the integrity of the container, and is not conducive to rapid microbial growth and putrefaction.*
- 5. Disinfect reusable containers for infectious waste each time that they are emptied unless the surfaces or the reusable containers have been protected from contamination by disposable liners, bags, or other devices that are removed with the infectious waste.*
 - List infectious waste items that are placed in leak-resistant, puncture-resistant containers immediately after use: _____*

 - List other infectious waste items (i.e. gauze soaked with blood) and state disposal method for those items: _____*

 - After infectious waste containers are appropriately filled, the containers are stored in the following location in the facility: _____*
 - _____ The storage area meets these requirements: the area is secure (either locked or has no public access), protected from adverse environmental conditions, and displays the biohazard symbol.*
 - If reusable containers are used (i.e. plastic liners used in the container), list how they are disinfected if contaminated with blood: _____*

Section T: Treatment and Transport of Infectious Waste

Each body artist and body art establishment shall comply with the following:

1. All body artists shall ensure that infectious waste from any body art procedure is either treated on-site in accordance with this subchapter or transported off-site for treatment in accordance with this ordinance.

2. A treatment is effective if it reduces the pathogenic qualities of infectious waste for safe handling, is designed for the specific waste involved, and is carried out in a manner consistent with this ordinance.

Effective treatment may include:

- (a) incineration in an incinerator designed to accommodate infectious waste;*
- (b) steam sterilization;*
- (c) chemical disinfection under circumstances where safe handling of the waste is assured;*
- (d) thermal inactivation;*
- (e) irradiation; or*
- (f) discharges into a sanitary sewer or septic system that is properly installed and operating in accordance with state and local laws.*

3. All persons subject to this ordinance shall:

- (a) transport infectious waste in a manner that reasonably protects waste haulers and the public from contracting a dangerous communicable disease; and*
- (b) effectively treat infectious waste in accordance with this ordinance before it is compacted.*

4. Each body artist and body art establishment shall ensure that infectious waste, which they generate, is transported off-site in compliance with 410 IAC 1-3.

5. Infectious waste shall be disposed of by a waste hauler approved by the Department.

- ____ This facility does not compact untreated infectious waste.
- If infectious waste is treated in the facility, state the method of treatment: _____
- If transported off-site for treatment, state treatment facility: _____
- ____ When infectious waste is treated, either at the facility or somewhere other than the facility (usually a commercial vendor), a form is generated that has the following information: name, address, telephone number of the body art facility and the treatment facility if the infectious waste is being sent to a treatment facility, a brief description of the infectious waste (i.e. used needles), the method of effective treatment, and the signature of a responsible person at the body art facility.

Section U: Post Body Art Infection Prevention

Each body artist and body art establishment shall comply with the following:

1. Each body artist and body art establishment is to provide instruction to its clients in methods to prevent infection, such as the use of bactericidal creams and ointments and soap, and appropriate barrier dressings where indicated. ____

2. Each client should be instructed to seek immediate medical attention should there be any evidence of infection. ____

